

CONFIDENTIAL

AGENDA

Meeting on Inter - Directorate Briefings

1D-1617 Headquarters 1430 - 24 Feb. 1966

1. Background

DDS memo to ED-C, 7 Dec. 65, and ED-C's handwritten comments

ED-C discussion in Executive Committee Meeting on 21 Jan. 66

DDS memo to DTR, 28 Jan., directing action

DTR memos to Directorates, 7 Feb., requesting suggestions

DTR memo to DDS, 9 Feb., proposing plan of action

DDS memo to ED-C, 15 Feb., recommending OTR plan

ED-C approval of plan, 17 Feb.

2. Present status

Briefing suggestions received, consolidated, distributed

General procedure approved by ED-C:

Each Directorate brief each other Directorate

Each briefing to be about 3 hours

3. Purpose of this meeting

To determine specific procedures

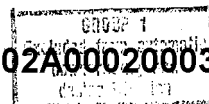
To make recommendation to ED-C

4. Scheduling procedures -- alternatives

a. Fixed schedule of 12 briefings, arbitrarily determined

b. Directorate-to-Directorate arrangements

CONFIDENTIAL



~~CONFIDENTIAL~~

5. Problems

- a. Beginning date, intervals, sequence, time of day
- b. Place or places
- c. Clearances and secure areas
- d. Number and level of briefees
- e. Level of briefers
- f. Recording of briefings

6. Policy guidance on problems

- a. ED-C: "would like to move promptly"

DDS in memo approved by ED-C: 6 to 8 months

(including second-level briefings)

- d. ED-C approved: "senior staff level"

ED-C deferred: "second level"

- e. Clear inference of DD's and Office and Area Division heads
- f. OTR to use appropriate briefing substance in courses

7. ED-C direction to this group

"As soon as possible thereafter (this meeting) OTR will announce an appropriate schedule of briefings and begin preparations for holding them."

~~CONFIDENTIAL~~